

	<p>क्षेत्रीय कार्यालय, झारखण्ड कर्मचारी राज्य बीमा निगम श्रम एवं नियोजन मंत्रालय, भारत सरकार पंचदीप भवन, नामकुम, राँची दूरभाष : (0651) 2261569,2261581, 2261127(Fax) वेबसाईट : <a href="http://www.esicjharkhand.org">www.esicjharkhand.org</a> ई-मेल : rd-jharkhand@esic.nic.in</p>	<p><b>REGIONAL OFFICE, JHARKHAND</b> <b>EMPLOYEES' STATE INSURANCE CORPORATION</b> Ministry of Labour &amp; Employment, Govt. of India Panchdeep Bhawan, Namkum, Ranchi Telephone : (0651) 2261569,2261581, 2261127(Fax) Website : <a href="http://www.esicjharkhand.org">www.esicjharkhand.org</a> Email : rd-jharkhand@esic.nic.in</p>
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**File No.60-D/11/14/DCBO/Tender/2018-Genl.**

**Date:- 14/8/2019**

Tender for hiring of premises on rent for ESIC Dispensary Cum Branch Office at Daltonganj (Dist.- Palamu) / Pakur (Dist.- Pakur) / Chaibasa (Dist.- West Singhbhum)/ Deoghar (Dist.- Deoghar) and ESI Dispensary at **Mango** (Dist.- East Singhbhum) in Jharkhand .

**Time schedule of Tender:-**

Date & time of commencement of Tender	16.08.2019 at 06:00 P.M
Last date and time for submission of on-line bids	02.09.2019 at 01:00 P.M
Last date and Time for submission of Hard copies of the tender at General Branch, Regional Office, Namkum, Ranchi-834010.	02.09.2019 at 01:00 P.M
Date and Time for opening of Technical Bids	03.09.2019 at 3:00 P.M

The Additional Commissioner and Regional Director, ESI Corporation, Regional Office, Namkum, Ranchi invites Tenders in two bids from the interested house building owners for hiring their building / premises for **ESIC Dispensary Cum Branch Office/ESI Dispensary** on monthly rent basis as per the details given below. Tender documents are available on-line at <https://eprocure.gov.in> & [www.esic.nic.in](http://www.esic.nic.in)

Sl.No	Name of the office for which premises is required	Carpet Area required (Approx)	Location where premises is required	Remarks
1	ESIC Dispensary Cum Branch Office, <b>Daltonganj (Dist.-Palamu)</b>	<b>2000-2500</b> Sqft.	Municipality Area, Daltonganj	ESIC Dispensary Cum Branch Office should be on ground floor preferably ,or ground + first floor as next preference. Building should be easily accessible by public transport and closer to Bus Stand / Railway Station.
2	ESIC Dispensary Cum Branch Office, <b>Pakur (Dist.- Pakur)</b>	<b>2000-2500</b> Sqft.	Municipality Area, Pakur	
3	ESIC Dispensary Cum Branch Office, <b>Chaibasa (Dist.- West Singhbhum)</b>	<b>2000-2500</b> Sqft.	Municipality Area, Chaibasa	
4	ESIC Dispensary Cum Branch Office, <b>Deoghar(Dist.-Deoghar)</b>	<b>2000-2500</b> Sqft.	Municipality Area, Deoghar/Jasidih	
5	ESI Dispensary, <b>Mango</b> (East Singhbhum)	<b>2000</b> Sqft.	Municipality Area, Mango	

The interested tenderers may upload duly filled **tender form** alongwith scanned copies of all the relevant required documents in support of their technical and price bids duly signed on the website <https://eprocure.gov.in> before Last date and time. However, the tenders can submit their tender though offline i.e manual tender in the prescribed tender form alongwith self attested photo copies of relevant documents. The tenderers are advised to submit their tender **as early as possible and do not wait for the Last Date & Time.** The Technical bids (on-line/off line ) will be opened on the date and time mentioned above. If there is holiday/office closed or any technical problem, the bids will be opened on next working day at **11.00 A.M.** Tender documents are also available for viewing on the website of Employees' State Insurance Corporation i.e [www.esic.nic.in](http://www.esic.nic.in)

**Important Instruction to bidder of submission of on- line e-tender:**

1. Bidders are required to enroll on the e-procurement module of the Central Public Procurement Portal ([URL:https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app)) by clicking on the link "Online enrollment" on the CPP Portal which is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication for the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III certificates with signing key usage) issued by any certifying Authority recognized by CCA India (e.g. Sify/nCode/eMundhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to other which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC/ e-Token.

Bidder may call at 24x7 help desk number for any technical related queries :-

0120-4200 462  
0120-4001 002  
0120-4001 005  
0120-6277 787

International Bidders are requested to prefix +91 as country code

**Email support :-**

Technical: [support-eproc@nic.in](mailto:support-eproc@nic.in)  
Policy related : [cphp-doe@nic.in](mailto:cphp-doe@nic.in)

For any issue for clarifications relating to the published tender, bidders are requested to contact Regional Office, ESIC, Namkum, Ranchi-834010, Jharkhand.

**Important Instruction to bidders of submission of off- line tender:**

Technical Bid along with self attested Xerox copies of all relevant required documents and Financial Bid may be submitted in a sealed cover separately after duly filled in the prescribed proforma super scribing "**Technical Bid for hiring of premises on rent ( Name of the place)**" and "**Financial Bid for hiring of premises on rent (Name of the place)**" and both the sealed covers put together in a cover super scribing "**Tender for hiring of premises on rent ( Name of the place)**". Please note that Tender for more than one place should be submitted separately. The sealed tenders may be dropped in the tender box placed at **General Branch, Regional Office, Namkum, Ranchi-834010** on or before the due date and time. Tender can also be submitted by post, but the same should reach this office on or before the due date & time. Tender received after due date & time will not be considered in any circumstances. Technical Bids of received tenders will be opened at **03:00** p.m. on the closing date. If there is holiday/office closed or any technical problem, the bids will be opened on next working day at **11.00 a.m.** Interested tenderes or their authorised representative may be present at the time of opening of technical bids.

### **Terms & Conditions for premises:-**

1. Sufficient parking space.
2. Near to Auto/Tempo/Rickshaw/Bus Stop.
3. The rooms of premises should be verified Tiles.
4. Separate Tiled Toilets for Ladies/Gents/Staffs with Western Commode, washbasin and Mirror.
5. Sufficient Space to display office sign boards.
6. Separate Electric Metre or Sub-Metre and wiring (Electricity bill will be Paid by the office).
7. 5 KVA Electricity connection with chemical Earthing (1) Phase to Neutral- 220-240V,(ii) Phase to Earth-220-240V,(iii) Neutral to Earth- Below 3V
8. 24 hours water facility.
9. Sufficient waiting area for visitors.
10. Building/Land should not be disputed .
11. No Statutory dues on building/Land, if found the same to be paid by the owner.
12. Permission for Antina, data cabling , power cabling , Internet connection, etc. must be given by the building owner.
13. If any modification in infrastructure is required, the same is to be done by the owner at his own cost.
14. If the building owner is a registered supplier/owner under G.S.T Act, he/she must submit G.S.T.No. If the building owner is not a registered/registrable supplier/owner under G.S.T Act, he/she should submit a signed declaration in this regard.
15. Sufficient Separate space to be provided by the building owner for DG Set and Parking on Ground Floor for which **no separate rent would be paid by ESIC**. D.G set platform with shade to be constructed by the building owner at his/her own cost.
16. Sufficient Electric Point for Air Cooler, AC, water Cooler, Heater, Computer, light & Fan with complete wiring to be done / provided by building owner at his/her own cost.
17. White wash/distemper/painting would be done as per Govt. Norms at owner cost.
18. Regarding water charge etc.. It must be mentioned clearly in the remarks column of the financial bid. Any claim in this regard will not be entertained, if it is not mentioned in the financial bid.
19. The landlord has to maintain the property in a found state of inside & out. It includes roofs, roofing tiles, slates, windows, floors, ceilings, walls, stairs, doors, Skirting board, fascias, tiles an any floor, ceiling & walls , gutters, down pipes, fillings, furnishings & common areas must be maintained.
20. If Department finds that your flat doesn't comply with the standards, it may be brought to a local authority knowledge.
21. The landlord must ensure that electricity are safe & in good repair.
22. **No additional rent would be paid for excess area** if found. ESIC will pay rent only for required carpet area.
23. **Rent will be paid to the Building owner only. No Power of Attorney will be entertained.**

### **GENERAL TERMS AND CONDITIONS:-**

1. Technical Bid alongwith self attested scanned copy of required documents. (Technical Bid proforma is given in **Annexure- A**)
  - I. Any Certificate/Document regarding ownership of the building
  - II. Self Certificate regarding area of the Building
  - III. Address proof like Electricity Bill/Telephone Bill etc.
  - IV PAN Card copy
  - V . Provide G.S.T.No. **( If applicable)**
2. Rate of monthly rent per Sq.ft. must be furnished clearly in **Price Bid** (Price Bid proforma is given in **Annexure-B**)
3. Premises of the bidders who qualify in technical bids will be physically verified by a team of officers nominated by the Regional Director, ESIC, Ranchi to see the feasibility, features, site, Geographic (location/Access), Layout Type, Reception area, Security, neighborhood, Electric need, parking space and other amenities. If the premises is found fit in all aspects than only price bids of the selected bidders will be opened.
4. The Lease Agreement for hiring of premises with successful tenderer will be done for a period of Three Years which is extendable as per ESIC Terms & Condition.

5. The successful Tenderer will have to Enter into agreement in 100 Rupees non-judicial stamp paper for the ESIC Dispensary Cum Branch Office. The owner will purchase the Stamp paper at their own cost. Draft Agreement will be provided by ESIC Regional Office, Ranchi.
6. Monthly Rent will be paid for carpet area (Rate x total carpet area). Rent will be paid after agreement. All statutory payments (if applicable) will be deducted from monthly rent and net amount will be paid to the building owner's bank account.
7. The Regional Director,ESIC, Namkum, Ranchi has right to cancel this Tender and reject any offer in any stage without furnishing any reason.

**Additional Commissioner and Regional Director**

**Annexure-A**

**TECHNICAL BID FORM**

(Sample Copy)

Sl.No.	Description	
1	Tender applied for	
2	Name & Address of the Building Owner	
3	Complete Address of the Building to be rented	
4	Mobile No. of the owner	
5	E-mail id	
6	Carpet Area (in sq.ft.)	
7	Any Certificate regarding ownership of the building	Whether submitted (Yes/No)
8	Self Certificate regarding area of the Building	Whether submitted (Yes/No)
9	Address proof : _____ (like Electricity Bill/Telephone Bill etc.)	Whether submitted (Yes/No)
10	PAN Card copy	Whether submitted (Yes/No)
11	G.S.T.No.( If applicable)	Whether submitted (Yes/No)
12	Photo copy of drawing of building to be rented	Whether submitted (Yes/No)

Date:  
Place:

Signature of the Tenderer  
Full Name

**Annexure-B**

**FINANCIAL BID FORM**

(Sample Copy)

Sl. No.	Name of the Office for which tender applied	Rate of monthly Rent Per Sq.ft. (Carpet Area) (Excluding G.S.T)	Remarks(if any)
1			

Date:  
Place:

Signature of the Tenderer:  
Full Name:

